



Student Handbook Policies and Procedures

Revised 1/2021

COLORADO NURSES AIDE SCHOOL

NURSE AIDE PROGRAM

WELCOME TO THE PROGRAM

Congratulations on your decision to become a Nurse Aide. You will be joining the exciting, challenging, and rewarding field of health care. You have made a wise choice to learn important skills in the rapidly growing area of long-term care, patient care skills.

Nurse Aides are the "heart" of long-term care, devoted to improving the quality of life residents. Your skills, along with a caring attitude, will be rewarded with the friendship and trust of the residents, the respect of your employer and co-workers, and personal satisfaction.

This STUDENT HANDBOOK has been prepared to help you in orientation to the school, program, rules, policies and procedures, and to become familiar with the requirements of the Nurse Aide job.

We will do everything in our power to make this educational experience pleasant, exciting and profitable.

We believe that faculty/instructors and students have rights and duties toward each other in the process of education.

We will strive to instruct, motivate, demonstrate, guide, and encourage you in the learning process.

And student must desire and seek knowledge, display professional behavior, demonstrate initiative by practicing on your own and show understanding by giving a high quality of care.

Program Description

The Nurse Aide is important and integral part of the nursing team and a valuable assistant to the professional nurse in contributing to the health, comfort and welfare of patients.

To become a safe and knowledgeable practitioner you must successfully complete this eight weeks course in very responsible and dedicated way.

Consequently you will be familiar with health and safety requirements prior to working as a Nurse Aide. During the course of study emphasis will be made on the skills and abilities essential to the provision of basic care to patients and residents. You will be responsible for personal safety, and client safety, as well as emergency care, patient rights, communication, and special procedures for such clients with conditions such as dementia, diabetes, stroke, and other disabling conditions. You will learn how to perform basic first aid, take vital signs, apply elements of basic nutrition, and follow infection control, applications of proper body mechanics in bed making, as well as lifting and turning the patient.

SCHOOL RULES

- 1. Always maintain a neat, clean appearance**
 - A proper uniform must be worn to class, lab and clinical areas;
- 2. Demonstrate punctuality:**
 - Notify an instructor if expecting to be late or absent
 - Seek permission and follow procedure to leave early
 - Return from breaks and lunch as specified time
- 3. Respect the Rights of others:**
 - Be attentive and polite
 - Do not talk during lectures; this prevents others from learning
 - Respect other's property
 - Be patient, pay attention, be on time and be tolerant of opinions of other
 - Think before speaking
- 4. Demonstrate good interpersonal relationships with peers and Instructors:**
 - Exhibit/attempt to cooperate, have a congenial attitude
 - Show respect for instructors and peers
 - Accept others for who they are
- 5. Contribute to a learning atmosphere:**
 - Wait for recognition before speaking
 - Do not interrupt class
 - Assist peers if available and time permitting
 - Contribute new or pertinent material on a topic when appropriate
- 6. Make good use of classroom/lab time:**
 - Read and do assignments when no lecture/class in progress
 - Practice procedures and be prepared for requested procedures/skills checklist
- 7. Take responsibility for own learning:**
 - Submit assignments on the due date. When absent - at the first day of return
 - Make up work must be done in a timely manner
 - Completes reading assignments and participate in class discussions
 - See instructor privately to clarify any unclear material
- 8. Respect school and clinical facility property:**
 - Always leave classroom, laboratory or clinical areas neat and clean

- Do not bring food or drink in the classroom, and do not smoke in the school facility, only in designated areas.
9. **Emphasize safety every day; you are dealing with human life.**

Laboratory Rules:

1. No student should be resting on the hospital bed while on the lab skills practicing without permission of the instructor. Beds are for practice and must remain with blanket or bedspread;
2. All laboratory equipment and supplies, include books, DVDs, posters or equipment used in a classroom or lab skills must remain in the place, do not take home without instructor permission;
3. At the end of the skills practice the laboratory area must be clean: all supplies and equipment must be return to its proper place after use. Any broken equipment must be reported for repairs;
4. If any time conflict arises, during a class session or clinical practicum, in any situation student must avoid all confrontation. Right or wrong, the student must avoid being a part of a bad situation that would affect an education and the Program.

NO PROFANITY. NO GUM. NO SMOKING. NO CHEATING. NO STEALING

Test Taking Policy

Test taking policy refers to quizzes, and written and practical examinations.

1. Talking among other students during a testing is prohibited.
2. Personal belongings must be placed completely under the desk or in the back of the classroom.
3. All tests start promptly on time.
4. Cheating is prohibited and will result of withdrawal from the course.
5. Clinical guidelines for skills evaluation must be followed.
6. A missed exam will result in a grade of "zero". A make-up exam must be taken on or before the next class day as arranged by the instructor.

PROGRAM OUTCOMES:

Upon completion of the Colorado Nurses Aide School the student will be able to demonstrate TERMINAL COMPETENCIES, including but not limited to:

- ◆ Being able to form a relationship, communicate and interact competently a one-on-one basis with Client
- ◆ Demonstrate sensitivity to Clients' emotional, social, and mental health needs through skillful and direct interactions
- ◆ Demonstrate the ability in assisting Clients to attain and maintain independence
- ◆ Exhibit behavior in support and promotion of the Clients' Rights
- ◆ Demonstrate observational skills needed in the assessment of Client's physical condition and well-being
- ◆ Demonstrate an awareness of the Colorado Nurse's Aide Practice Act.

TUITION & FEES

Tuition is charged for students and includes: Textbook, CBI, name tag and Professional Liability Insurance. **Students pay for the State Competency Testing, Uniforms, TB/Chest x-ray, flu and COVID-19 vaccines (if clinical site requires it)**

PROGRAM COMPLETION & GRADUATION REQUIREMENTS

Students must successfully complete and demonstrate all competencies specified in the Curriculum Plan and State Board of Nursing of Colorado Curriculum requirements / Framework for the Nurse Aide Program.

1. **Students must attend and successfully complete all hours of training and theory including written assignments and testing, laboratory/skills and 16 hours of clinical practice to be eligible for graduation.**

2. All classes: theory, laboratory skills practice, and clinical experiences must be attended. Attendance and courses material covered are Federal and State mandatory requirements.
3. All Skills are listed in the Nurse Aide candidate booklet for the State of Colorado which includes ***Six (6) Terminal Competencies as listed in section 5 of Chapter XI Rules and Regulations*** must be completed and checked by the instructor for the satisfactory performance.
4. Students must achieve a satisfactory theory grade of a minimum of ***85%*** and Lab Skills - ***100%***, pass final test with 85% minimum in order to pass this course.
5. Clinical evaluation is - *pass /fail*. A "passing" evaluation is required for the theory, laboratory, and clinical components of the class. *Unsafe or unethical performance can result in immediate dismissal from the class.*

STUDENTS WITH DISABILITIES

Our Training Program complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities.

An individual with disability who meets the skill, experience, education and other admission requirements will be admitted into the Nurse Aide Program.

In order to accommodate a student with disabilities related to a physical or learning disability, the student must submit a request in writing to the instructor specifying the type of accommodation requested. The student must submit an appropriate physical or psycho/educational evaluation or Rehabilitation Agency referral that clearly documents the disability and supports the needs for the modification. If the student is in a process of obtaining the appropriate evaluation or agency referral based on recommendation of the instructor or counselor, accommodations may be allowed as long as the student shows continued progress towards obtaining the appropriate evaluation/documentation.

PROFESSIONAL BEHAVIOR POLICY

Academic honesty and integrity are fundamental to the mission of a professional nursing education and is a mission of the Nurse Aide Program.

We believe that honest behavior in educational settings transfer the graduate into the higher professional level of work.

All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all quizzes, examinations, laboratory studies, clinical practicum, and assigned homework and projects.

It is the policy of the Colorado Nurses Aide School that ethical and legal consideration must be observed at all times by the students while administering care to a patient.

Students are expected to be honest in all aspects of their educational program, including classroom, skills laboratory, and clinical sites.

Any student involved in cheating, plagiarism, or collusion is in direct violation Colorado Nurses Aide School Professional Behavior Policy. Dishonesty jeopardizes the student's successful completion of the Program. Violation of this Policy may result in a dismissal from the Program.

HIPPA AND PROTECTING CONFIDENTIALITY POLICY

Congress passed the Health Insurance Portability and Accountability Act (HIPAA) in 1996. It was further defined and revised in 2001 and 2002.

The purpose of HIPAA is to keep health information private and secure. All healthcare organizations must abide by certain regulations set forth by Congress. Failure to comply may result in fines and/or imprisonment.

This applies to ALL healthcare workers including nurse's aide students.

All healthcare workers must comply with HIPAA regulations, no matter where they are or what they are doing.

It is extremely important to follow the confidentiality and the rights to privacy laws for patients. All information regarding a patient belongs to the patient. Persons not involved in the care should not have access to any information related to the care of the patient. *Records should be handled carefully and not be left where others who are not involved can see them.*

Maintaining confidentiality is a legal and ethical obligation. It is a part of respecting resident's rights.

A violation to privacy is an invasion of privacy. It is imperative for students to maintain confidentiality while caring for patients.

Violation of this policy is the grounds for dismissal from the program

STUDENT BACKGROUND CHECK

In order to successfully complete the Nurse Aide Program and be eligible for the State licensing/examination, obtain employment, students must meet basic entry and graduation requirements, including a background check. Students who are unable to pass background check may not meet the Program clinical requirements and jeopardize their successful completion of the Program.

Eligibility Reimbursement Notification

"Pursuant to section 483.152 (c) b of the Federal Rules and Regulations related to Nurse Aide Training Competency Evaluation Program (NATCEP), a long-term care facility, "facility" that receives Medicare or Medicaid funds must reimburse a Nurse Aide who pays for a NATCEP and becomes employed by the facility within 12 months of date of Certification, prorated for the portion of the 12-month period that individual was employed by the facility"

INSTRUCTIONAL PRACTICES

Teaching Methods are: lectures, demonstration and return, discussions, group interactions, visual (DVD/CD) materials, pre and post testing, required reading and written assignments, oral reports, role playing, questions and answers, unit quizzes, skill practice, anatomical/health models and charts, and clinical experience.

Teaching and Instructional Aids: Textbooks and Workbooks, projects, reports, simulations, collaborate learning, DVD presentation, transparencies, guest speakers and other methods are used for instruction as appropriate.

Evaluation: Class performance, skill performance, pre and post testing, unit quizzes, practical test evaluation (lab and clinical), required written and workbook assignments, lab and clinical observation of performance objectives, attendance, work habits, and achievement of competencies and other methods as appropriate.

ATTENDANCE POLICY

Every student is expected to attend 100% of the time.

The number of hours, arriving late, leaving early will be documented in student's file.

In case of an absence (only excused), the following is the responsibility of the student:

1. *Contact the instructor prior to the absence.*
2. *Initiate communication with the instructor regarding make-up work immediately upon return in school.*
3. *Complete all missed assignments.*

Make up time for clinical practice may occur when the next class is going to clinical facility.

Make up class or lab must be scheduled when the instructor space is available.

Students who did not complete make up class or lab will not be able to graduate.

Tardiness causes a disruption of the class/lab/clinical. Two late arrivals or early departures equal one absence, and require a student/instructor conference.

Excused absence is defined as:

Student must contact the school or the instructor before the absence and instructor has agreed to excuse the student.

In case of an emergency, it is the student's responsibility to notify the instructor at least two hours prior to the class.

Unexcused absences will not be allowed to be made up.

Leave of Absence in case of a serious medical condition or family needs must be requested in writing with the supportive documentation in order to be granted (Leave of absence form).

ASSIGNMENTS

Assignments for the class will be made by the Instructor responsible for the class. All assignments must be met on the Date and Time assigned, unless previously arranged with the instructor.

Reading correspondent unit/material, terminology, and workbook is a homework assignment that will be provided to the student at every class meeting. Students are expected to show up for the class and be prepared by reading the assignments and completing the homework. The Instructor will not be responsible for reminding the students of the due date. This is the student's responsibility.

Students are required to make up classes by turning in completed homework for missed chapters and the summary of the DVD / Video missed, within one week.

Make up tests/quizzes that are missed must be made up at the next class meeting.

EVALUATION GUIDELINES & GRADING

In order to receive a Certificate of Completion, the student must complete all the courses / units of the Program.

The student will be evaluated on performances in the classroom, skills lab and the clinical setting. A comprehensive final exam will be given. Students need to maintain an overall average of 85% or better on tests in order to pass the program.

*All written assignments must be passed with minimum **85%***

*All Lab Skills must be performed with **100%** accuracy to pass the course*

GRADING SYSTEM

This grading scale will be used to assign grades on all objective assignments.

A - 94 - 100 B 84 - 93 C 75 - 83 D 65 - 74 F below 65

Professional Behaviors will be evaluated during class and clinical sessions.

The student's classroom progress will be evaluated throughout the program and the student will receive a written report of the performance at the end of each course/unit/module.

LABORATORY SKILLS & LAB ASSIGNMENTS

Laboratory sessions prepare students for a clinical experience. Skills will be learned and practiced in a simulated environment with demonstrations, return demonstration and discussion.

The students are expected to practice and demonstrate satisfactory performance according to criteria identified for each required skill.

The expectation is that each skill will be safely performed on the first attempt.

If the skill is not successfully completed on the first attempt, the student will be scheduled for two more attempt and expected to pass.

If the student is unsuccessful on the 3rd attempt, the student will receive a failing grade in the course containing that particular skill.

CLINICAL COMPONENT OF THE PROGRAM

Clinical experience is defined as "the setting in which student under direct supervision of qualified instructor, apply basic nursing knowledge and skills in the direct care of Clients".

Students will be eligible for the Clinical Practicum when:

1. Students receive the regular and preclinical *content of the Program as outlined by the Board's Rules and Regulations Chapter XI, section V of the Nurse Practice Act for the State of Colorado during the first weeks of the program.*
2. Student has an average grade of 85% on all written assignments and tests for the lecture component of the preclinical and regular content.
3. Lab Skills have reached the level of 100% accuracy as performed by the student in the presence of the instructor, documented by the instructor and initiated by the student in the "Nurse Aide Theory, Laboratory and Clinical Skills Checklist and Terminal Competency Evaluation".
4. All Skills are listed in the Nurse Aide candidate booklet for the State of Colorado which includes ***Six (6) Terminal Competencies as listed in section 5 of Chapter XI Rules and Regulations*** are completed.
5. Students passed the theory part of the program with grade no less than 85%, the Lab final grade of 100%.

6. Clinical experiences begin after the class and may be scheduled on the weekends, during the day or the evening. Students must provide own transportation to the clinical sites.

CLINICAL EXPERIENCE DESCRIPTION

The final phase of the program is a clinical experience which is the final step of the program and it is without compensation.

Students will be placed in health care / long term care facilities to complete educational course under supervision of the Colorado Nurses Aide School's clinical instructor.

During clinical practice students are expected to perform in an ethical, professional manner, and assist professional nurse in all matters appropriate to the scope of practice.

Students will not perform the procedures for which they have not been trained for or outside of their scope of practice.

Upon completion of the clinical practice students must submit an evaluation report of their performance based on the standards set by the Colorado Nurses Aide School Policies and Procedures.

On the first day of the clinical practicum , students must participate in the orientation session at the assigned clinical facility. The time of orientation which is about 30 minutes is not counted as the clinical time. Lunch time and breaks are not included in the clinical time and counted as extra time.

Clinical instruction / practicum will occur during the fourth week of the course at the assigned clinical facility. All clinical practicum will be conducted under the direct supervision of the clinical instructor. Students are not permitted to remain on the clinical site after completion of the clinical time.

1. Students are not allowed to start clinical assignments without clinical instructor being present on the clinical site.
2. Students are not allowed to be at the clinical site representing themselves as students of the School without a clinical instructor.
3. While at the clinical site, students shall only perform services for which they have been trained and found proficient by the instructor.
4. No student will be allowed to leave the clinical site without permission from the instructor. The student must report off to the facility staff in the presence of the instructor.
5. For any missed clinical time the student will make an arrangement with the instructor to make up the time. The student may have to wait until the next class is going to the clinical site.
6. Students will be given every opportunity to complete the clinical practicum as soon as possible.

It is very important for Nurse's Aide to be punctual and dependable while at the clinical facility

STUDENT APPEARANCE

DRESS CODE POLICY

Students are expected to be dressed in a manner appropriate for the job they are trained for, including Student's Name Tag (that specifies Colorado Nurses Aide School - student, training program name, and student's name), any specific protective gear and professional uniform.

1. Uniform shoes must be tennis or athletic shoes with non-skid soles. As a safety measures, uniform shoes cannot be backless or toeless.
2. An official Colorado School Name Tag with a definition of the Student Nurse Aides required while at the clinical sites.
3. A watch with a second hand is suggested. Jewelry should be very limited. Small earrings, a wedding ring may be worn. Injury to you or a patient may occur when using excessive jewelry.
4. Bathing/showering and deodorant are necessary daily to present a fresh image and prevent the spread of germs.
5. Fingernails should be kept trimmed and clean to prevent injury to patients and as means of controlling the spread of germs. Color polish should not be extreme.
6. Hair should be shampooed frequently as needed. Long hair must be pinned back to prevent falling on the patient during the procedures.
7. Avoid the use of perfume/cologne or aftershave. Sick patients may react adversely to strong fragrances.
8. No gum chewing will be permitted at the clinical sites.
9. Smoking is allowed only in the designated areas only during the break times.

Students at the Clinical Facility represent the education institution and the facility. You are prepared for the position where public relations and customer services must be a major factor in the success.

DRUG SCREENING AND BACKGROUND CHECK POLICY

If a student has a negative background information, or positive drug screen, he/she will not be allowed to participate in the program and will not be able to enter the Program.

The student will not be allowed to re-enter the program as long as the criminal offense appears on the background check.

STUDENTS' GRIEVANCE POLICY

A grievance is a formal expression by a student of a difference of opinion between a student and an instructor about the interpretation and application of a conduct or educational policy. Any student who feels he/she has been treated unfairly has the rights to file a grievance about *the treatment and to receive a prompt meeting with the program coordinator.*

Procedure:

1. The student will discuss the concern with the person involved to see if an agreement or understanding can be reached to resolve the issue.
2. If an agreement is not reached, the student will make an appointment with the Program Coordinator. Information should be in writing and include:
 - *A description of the disagreement with times and dates included.*
 - *Explanation of how this event affected the student.*
 - *A statement of what the student wants to happen.*
 - *An account of efforts to resolve the conflict/concern with the instructor involved.*
 - *An explanation of the steps taken up to this point to resolve this conflict or concern and the student's perception of why this has been unsuccessful.*
 - *The Program Coordinator will discuss the concern with the student and come to a decision within one week. All attempts to reach a mutually satisfying decision will be taken.*

DRUG AND ALCOHOL ABUSE PREVENTION

In compliance with the Drug-Free Workplace Act of 1988 (public Law 101-690), and Drug-Free Schools and Communities Act Amendments (Public Law 101-266), the Colorado Nurses Aide School provides a drug and alcohol free environments to each student during the course of study, including classroom, laboratory and clinical practicum.

STUDENT'S PREGNANCY POLICY

Pregnant students may want to take special precautions due to the physical requirements and possible safety issues; exposure to harmful diseases and substances, lifting and moving clients, bending and reaching objects.

If the student has problems with the pregnancy, documentation from the physician will be required.

Students will be expected to meet all program objectives and expectations.

Reasonable accommodations will be made. Physician clearance is required following delivery, and before returning to class and clinical practicum.

GROUND FOR DISMISSAL FROM THE PROGRAM

1. **If student** receives a final grade - F for the course he/she will be automatically dismissed from the program without any reimbursement of the tuition paid.
2. **Student**, who has not achieved 85% on all tests / quizzes, homework and written assignments and failed to achieve 100% on the Lab practice final, will be dismissed from the Program. Any student dismissed from the program for academic reasons may re-apply and re-enter the Program on academic probation and repeat entire Program at the discretion of the program director.
3. **Student**, who has been counseled two times on separate occasions for disciplinary actions, will be suspended from the Program and may not re-enter the program. Student will be dismissed from the Program without tuition reimbursement
4. **If student** missed the class/lab or clinical under "no call, no show" he/she will be terminated from the Program. Student may re-enter the next scheduled program after meeting with Program Coordinator to develop an attendance and personal accountability written contract. Such student will remain on the probation for up To 1-2 weeks.
5. **Any student** found abusing or mistreating a patient will be immediately dismissed from the program and will not be allowed to be readmitted.
6. **Any student** caught cheating will be required to attend counseling meeting with the Program Coordinator.
7. **Using drugs or alcohol** will result in immediate dismissal from the Program ***without tuition reimbursement*** permanently. Student will not be allowed to re-apply and admitted to the Program.
8. **Any student** bringing any dangerous weapons (guns, knives) to the educational or clinical facility will be immediately dismissed from the Program without any tuition reimbursement and prohibited from re-entering the Program.
9. **No student should** represent him/herself as a Certified Nurse Aide and accept any pay before successful completion of the Program. Failure to follow this policy will lead to termination from the Program.
10. **Nurse Aide Students** are NOT ALLOWED to work as Nurse Aides with monetary reimbursement before all the requirements are met and before official graduation from the program. ***Students found representing themselves as Certified Nurse Aides before completion of the Program and accepting pay will be dismissed from the Program.***

STUDENT'S HEALTH POLICY

Nurse Aide students are accepted with the understanding that each student has the responsibility for their own safety and health. Colorado Nurses Aide School is not liable for any injury sustained by the student, while practicing skills either in the classroom, lab or clinical site. Professional Liability Insurance is provided for the student during the program.

All students are expected to meet the requirements for all the facilities used as clinical sites before beginning their clinical rotations. These requirements may include, but are not limited to: *health information, immunization, negative TB test, or chest X-RAY, Hepatitis B vaccination (if applicable), negative drug screen, criminal background check, the physician's release after illness or injury.*

1. Each student is required to provide a health checklist or physical examination which will be evaluated by the Program Coordinator prior to patient care contact.
2. ***A negative TB skin test or chest X-ray (PPD test) is required before clinical practicum. Some clinical sites require a flu and COVID-19 vaccine.***
3. A student who is injured on a clinical site should immediately notify the instructor.
4. A written summary of the occurrence and care rendered must be submitted by the instructor to the Program Coordinator. If a student is exposed to blood or body fluids, the Blood and Body Fluids Exposure Policy should be followed.
5. Clinical facilities may provide access to acute emergency care in the event of accident or injury to a student. However, the student is responsible for all expenses charged by the clinical facility in rendering medical care.

COMMUNICABLE DISEASE POLICY

The Nursing Aide Program involves clinical experiences in which students may be assigned to administer care to individuals who have communicable diseases. Students are expected to follow recommendation guidelines for prevention of the transmission of communicable diseases. All clinical assignments are made considering the health care needs of the client and the learning needs of the student. Refusal to care for assigned client for any reason will result in dismissal from the clinical facility for the day and will be considered an absence. Student must provide an explanation in writing to the Clinical Coordinator and the Program Coordinator regarding this event and must make up this missing day of the clinical practicum.

PROCEDURE:

Nurse Aide students are expected to follow CDC (Center for Disease Control) and OSHA guidelines as well as the policies of the affiliated facility. All students and faculty must utilize

universal precautions for all patients. To comply with these guidelines and precautions, the student will:

1. Be taught basic skills in isolation techniques according to CDC specifications, handling of body fluids in the skills lab before actual clinical practice on a client.
2. Provide classroom instruction related to treatment of communicable diseases, modes of transmission, and prevention and receive facility orientation on specific policies for standard precautions.
3. Utilize the following blood and body fluid precautions consistently on all patients:
 - a. *Gloves must be worn when touching blood and body fluids, mucous membranes or non-intact skin of clients, or when touching items or surfaces soiled with blood or body fluids (including personal care).*
 - b. *Hands must be washed immediately before gloving and after removing gloves. Hands must be washed immediately and thoroughly when contaminated with blood and body fluid.*
 - c. *Gloves must be changed between each client contact.*
 - d. *Gowns or plastic aprons, masks, gloves, protective eyewear must be worn for any procedures likely to result in or prone to splashing of blood or body fluids.*
 - e. *Soiled linen must be handled as little as possible with minimum agitation. All soiled linen must be bagged and tied close at the location where it was used. Gloves must be used.*
4. A facility incident report as well as Colorado Nurses Aide School accident report is to be completed if the student is exposed to blood or body fluids through cut or needle stick, mucous membrane or skin that is chapped, abraded or has dermatitis. Follow up screening will be recommended according to the facility/college guidelines. The student will pay the cost of the follow up.
5. A student should notify the instructor if she is pregnant. Pregnant students should not be assigned to patients with communicable diseases.

BLOOD/BODY FLUIDS EXPOSURE POLICY

1. All incidents of blood/body fluid exposure must be reported to the clinical instructor and Program Coordinator as soon as possible.
2. The student and instructor must complete Colorado Nurses Aide School and clinical facility *occurrence report* **immediately**. The report will be submitted to the Program Coordinator and to the person identified in the *facility's exposure protocol*. The reports need to include type of material, source, circumstances and protective equipment in use at the time of exposure.

3. It is recommended that the student be seen in the facility/*emergency department* (at the student expense) for evaluation and follow up. It is recommended that the student follow the facility's policy. The student will be given information as to the suggested action to take at this time, based the type of injury and knowledge about the source.
4. The student should receive counseling and recommendations from the ER or private physician regarding need for HIV testing, hepatitis B testing based n immunization status or various intervals over next year, unless the source is HIV or HBV negative. *Written consent should be obtained from the student for an HIV screen to be done.*
5. The student should receive recommendations regarding appropriate *Hepatitis B testing* based on immunization status, and administration of Hepatitis Immune Globulin or Hepatitis B Vaccine depending on the status of the student and the source.
6. Prior to treatment, it may or may not be necessary for the student to sign *consent form* for the treatment.
7. The student may be asked for proof of private physician's visit or emergency department visit, and proof of result of treatment. These medical records will be kept confidentially by the Program Coordinator. The Program Coordinator may also follow up on the status of the student.